January 6, 1920

The regular monthly meeting was held on January 6th.

The following members were present:
Miss Parker, Mrs. Allen, Mrs. Cobb, Mrs. Corning, Mrs. Bancker, Mrs. McDowell and Mrs. Hopper.

Vacations - Clerks

The chairman was asked to ascertain what is being done about vacations for clerks who have been in the service of the Board less than a year before the committee makes any recommendations on the subject.

Letters re bonus

The chairman reported having received letters of appreciation because of the granting of the bonus to the office force.

Board Party

Mrs. Bancker reported plans made for the party which was to be given on January 20th.

Rug cleaned

Miss Goddard of the School Department was authorized to have the rug in Mr. Allaben's office sent to be cleaned.

Extra help Treasury Department

The matter of extra help for the treasury department was discussed but no action taken.

Salary Schedule

The salary schedule for the next year was considered but no action taken.

The meeting adjourned.

Mary Malcolm Hopper
Secretary

February 3, 1920

The regular monthly meeting of the Office Administration Committee was held on Tuesday, February 3rd.

Members present -

Mrs. Richard H. Allen
Mrs. E. H. Bancker
Mrs. E. B. Cobb
Mrs. A. W. Corning
Mrs. E. K. Hopper

Miss Parker being absent because of illness, Mrs. Cobb presided and opened the meeting with prayer.

The minutes of the previous meeting were read and approved.

Board Party

Mrs. Bancker reported that the expenses of the Party given by the Board on January 20th were seventeen dollars ($17) and that sandwiches and cakes had been donated by members of the committee. The Board members were to be asked to make up this amount. The committee moved a vote of thanks to Mrs. Bancker for her successful "party".

Salary Increase Mrs. Roberts Miss Gericke

The committee ratified the action of the chairman in granting raises of salary to Mrs. Roberts and Miss Gericke. Mrs. Roberts was raised from $18.- to $22.- and Miss Gericke from $16.- to $18.

Re New York State Income tax of non-resident employees

The chairman of the Finance Committee presented the matter of the New York State income tax which our non-resident employees receiving over $1,000.- salary are obliged to pay in addition to their tax.

It was moved that the Board be asked to pay this tax.

RESOLUTION: The Office Administration Committee presents the following recommendation: That in view of the fact that non-resident employees receiving salaries of over one thousand dollars ($1000.) must pay a New York State income tax in addition to their federal tax, and as this tax will amount to approximately $120.- that the Board be asked to pay this tax.

February 3, 1920

Salary Schedule 1920-1921

The committee, after a conference with Miss Sheibley, considered the salary schedule for 1920-1921, but no final action was taken.

Mary Malcolm Hopper

Secretary

February 17,1920

A called meeting of the Office Administration Committee was held on Tuesday, February 17th, 1920 at 12:15 p.m.

The following members were present:

Miss Mabel Gordon Parker	Mrs. E. H. Bancker
Mrs. R. H. Allen	Mrs. John McDowell
Mrs. E. B. Cobb	Mrs. E. K. Hopper

Rescinding action regarding N.Y. State income tax for non-resident employees

It was moved and carried to rescind the action taken at the previous meeting in regard to paying the New York State income tax for our non-resident employees to to the state comptroller.

As there was no other business, the meeting adjourned.

Mary Malcolm Hopper
Secretary

OFFICE ADMINISTRATION COMMITTEE March 2,1920

The regular monthly meeting of the committee was held on

March 2. Members present Miss Parker
Mrs. Allen
Mrs. Corning
Mrs. Cobb
Mrs. Bancker
Mrs. Hopper

Miss Parker opened the meeting with prayer.

The minutes of the previous meeting were read and approved.

BONUS- MRS. DOUGLASS

The Chairman stated that the bonus decided upon for Mrs. Douglass was $75. and it was moved and carried to strike from the minutes former motion in regard to Mrs. Douglass.

TELEPHONE- NEW TRUNK LINE

It was moved and carried to add a new trunk line or whatever was necessary to make the telephone service satisfactory.

SALARY- MISS ACHESON

Mrs. Corning presented the matter of the salary for Miss Acheson, the new Secretary for Work Among Foreign Speaking People, and it was moved and carried to offer her $2000.

MISS CARTER - MISS HYDE

The following recommendation from Office Conference of February 20, was approved. "Office Conference recommends to the Office Administration Committee that, as Miss Carter and Miss Hyde were engaged for a year and their connection with the Board is to be severed April 27, an arrangement graciously accepted by both, they be granted a month's salary and travelling expenses to their homes, Miss Carter to South Dakota and Miss Hyde to Indiana.

ELECTRIC HEATER - HOME MISSION MONTHLY DEPARTMENT

The committee approved the action of the chairman in purchasing necessary electric heater for the Home Mission Monthly Department.

SALARIES OFFICERS 1920-1921

The officers's salaries were considered and it was decided to recommend to the Board the following

	1920-1921
General Secretary	$5000.
Assistant Secretary	20000
Treasurer	2500.
Secretary for Young People' Work	2500.
Ass. " " " " "	1500.
Secretary for Missionary Education	20000
Superintendent of Schools	5000.
Editor Home Mission Monthly	1800.
	20,100.

BONUS- MR. ALLABEN

In view of the action of the Board that it considers $5000. sufficient salary for the position of Superintendent of Schools the committee voted to recommend to the Board that Mr. Allaben be given a bonus for the year 1920-1921 of $500. payable quarterly.

OPERATING BUDGET

The Operating Budget was considered and the chairman was asked to take up a number of items with the treasurer before taking ~~final~~ action.

Meeting adjourned

Mary Malcolm Hopper

Secretary

OFFICE ADMINISTRATION COMMITTEE

March 16, 1920

A called meeting of the Office and Adminstration Committee was held at 156 Fifth Avenue Tuesday, March 16, at two thirty for the purpose of considering the salary schedule.

Miss Parker, the Chairman, presided. Members present Mrs. Corning
Mrs. Allen
Mrs. McDowell
Mrs. Bancker

SALARIES OFFICERS

As a matter of information Miss Parker announced that the budget for officers' salaries,~~exclusive of Miss Finks's salary~~ , amounted to $20,100. (includes salary of $1800 for New Sec. for Work among Foreign Speaking People.)

NEW ERA -INTERCHURCH

Mrs. Bennett was asked to attend in consultation, especially on the matter of including in the budget or excluding from it, the item of $25,000 to each of the organizations, Interchurch and New Era, the proportion assigned to the Woman's Board of Home Missions, of the $1,000,000 for Interchurch and about $200,000 for New Era that the Presbyterian church has agreed to underwrite. Upon Mrs. Bennett's recommendation, it was decided to exclude them from our budget as it is not expected that payment will ever be required.

ASSISTANT -FILING DEPARTMENT

The committee agreed to permit an additional employee as an assistant in the filing department.

BONUS -MR. MCMILLEN

The item of Mr. McMillen's salary required special thought and it was finally decided, upon motion, to give him this year, in view of the continued high cost of living and in recognition of the fact that he has a large family dependent upon him, a bonus of $400. subject to the provision in the motion in regard to the total salary budget, which follows:-

SALARY SCHEDULE

Be it resolved that the salary schedule as read be adopted by this committee with necessary changes left to the chairman, Miss Parker, with power, after consultation with the heads of various department . This was carried.

SALARY SCHEDULE ASSISTANTS

Name DEPARTMENT	Salary April 1,1919 Yearly	Weekly		Salary April 1,1920 Yearly	Weekly	
TREASURY						
Mr. W. J. McMillen	$2500.	48.08		$ 2500.	48.08	
Mrs. Lily S. Roberts	424.	22.		684.	23.	
Mrs. Arthur C. Honey	936.	18.		1040.	20.	
Miss Bertha Kauffmann	936.	18.		1040.	20.	
Miss Katherine Gericke	780.	15. (from 11/7		936.	18.	
Miss Flora L. Hollings	1144.	22.		1352.	26.	
Miss Etta Freeman	624.	12.		780.	15.	
Miss Elizabeth Opdyke	624.	12.		780.	15.	
Total			$7968.			$9112.
GENERAL SECRETARY'S OFFICE						
Miss Marion Allison	1144.	22.		1300.	25.	
Miss Margaret Klein	832.	16.		936.	18.	
Miss Elizabeth Hamilton	1300/	25.		1456.	28.	
Miss Laura Hughes				1300.	25.	
Total			3276.			4992.
MISSIONARY EDUCATION DEPT.						
Miss Elvira Sampere	1040	20		1300	25/	
Total			1040.			1300.
YOUNG PEOPLE'S DEPARTMENT						
Miss Ethel Smith	1144.	22.		1404.	27.	
Miss Elizabeth Karbe	936.	18.		1040.	20.	
Total			2080.			2444.
LITERATURE DEPARTMENT						
Miss S. Catherine Rue	1500.	28.84		1716.	33.	
Miss Louise Jaeger	1144.	22.		1404.	27.	
Miss Rose Mertz	676.	13.		936.	18.	
Miss Elizabeth Temlett	936.	18.		1144.	22.	
Miss Florence Jensen	624.	12.		936.	18.	
Miss Mary Melite	572.	11.		780.	15.	
Miss Dorothy Dakin	624.	12.		832.	16.	
Miss Muriel Allen				780.	15.	
Mr. Harold L. Richards	936.	18.		1040.	20.	
Total			7012.			9568.
FILING DEPARTMENT						
Miss Nancy E. Smith	1144.	22.		1560.	30.	
Assistant				936.	18	
Miss Miss Lillian Stewart	624.	12.		780.	15.	
Total			1760			3276.
SCHOOL DEPARTMENT						
Miss Florence Goddard	1300.	25.		1560	30.	
Miss Sarah R. Miller	1300.	25.		1300.	25	
Miss Eleanor Leavins	936.	18.		1040.	20.	
Total			3536.			3900.
STENOGRAPHER TO SEC. FOR WORK AMONG FOREIGN SPEAKING PEOPLE				1040.	20.	1040.
SECRETARY TO PRESIDENT				500.		500.
HOME MISSION MONTHLY						
Mrs. J. S. Douglass	1144.	22.		1404.	27.	
Miss Emma Bolles	1092.	21.		1248.	24.	
Miss Elizabeth Newton	936.	18.		1196.	23.	
Miss Marion Wimpress	728.	14.		936.	18.	
Total			3900			4784.
						$40,916

The meeting then adjourned.

Clara M.H. Bancker Sec. pro tem.

OFFICE ADMINISTRATION COMMITTEE April 6, 1920

The meeting of the Office Administration Committee was opened with prayer by Miss Parker. In the absence of Mrs. Hopper, due to illness, Mrs. Cobb was asked to take the minutes for the day.

Members present Miss Parker
Mrs. Allen
Mrs. Corning
Mrs. Cobb

The minutes of March 2 were read and approved.

HELPER MISS RUE

The action of Miss Rue in securing another helper in her office was approved and ratified.

BONUS- MR. ALLABEN MR. MCMILLEN

Miss Parker stated that the suggested schedule of salaries for officers and the $400. bonus for Mr. McMillen and the $500. bonus for Mr. Allaben had been accepted and that she had received letters of thanks from the officers for the raise in salaries.

REST ROOM

A letter from Mrs. Hopper, suggesting articles which would be appreciated by the girls for the rest room was read. The list included hot water, pictures, a victrola, a plant, and several magazines. It was voted to ask at the next Board meeting if any of the women would like to give the subscription for some of the magazines named for the rest room. A plant has already been provided for the stand, and it was voted to frame at a cost of about two dollars each three fine pictures already on hand and that for the present the other articles should not be supplied.

OPERATING BUDGET

Mrs. Corning moved that the Operating Budget should be accepted subject to change by the chairman in consultation with the office. Mrs. Allen seconded this motion which was carried.

(Budget attached)

Salaries Officers	$17,400.00	$15,755.88	$ 20,100.00		
" Clerks	20,000.00	21,296.91	25,564.00		
" " extra	450.00	711.47	800.00		
Auditor	800.00	600.00	800.00		
Office Expenses and Equipment	1,500.00	1,500.00	1,700.00		
Postage	[illegible]	1,700.00	1,800.00		
Printing	500.00	700.00	900.00		
Stationery	900.00	900.00	1,200.00		
Rent (Exclusive of H.M.M., Student, and Lit. Dept.	5,937.00	5,937.00	7,128.00		
Travel Officers	2,300.00	3,200.00	5,500.00		
Margin	631.67	631.67	2,000.00		
	$ 52,598.67	52,965.93	68,492.00		68,492
MAKING THE WORK KNOWN					
Field Work— Speakers Fund —				(sub total)	
Traveling Expenses & Salaries	7,500.00	8,031.25	13,500.00	13,500.	
Advertising	500.00	300.00	700.00		
General Assembly & Biennial Exhibit		500.00	500.00	1,200	
LITERATURE					
Salaries Clerks	8,000.00	7,505.64	9,568.00		
" " extra	170.00	6.00	50.00		
Office Expenses & Equipment	200.00	[illegible]	300.00		
Postage	1,500.00	1,700.00	2,000.00		
Printing (net)	5,500.00	4,000.00	7,000.00		
Stationery	100.00	300.00	400.00		
Express Charges	500.00	300.00	500.00		
Rent	1,116.33	1,116.33	1,456.00	21,274.	
HOME MISSION MONTHLY					
Salary Editor & Clerks		5,797.34	6,584.00		
Salary Clerks Extra		110.00	150.00		
Office Expenses & Equipment ??		100.00	125.00		
Postage		150.00	210.00		
Printing		15,008/62	25,000.00		
Addressing		1,095.00	1,550.00		
Stationery		150.00	200.00		
Rent		500.00	608.00		
		22,910.96	34,427.00		
Less Receipts		22,241.47	23,241.47		
Net Cost		669.49	11,185.53	11,185.53	
Over Sea and Land (includes rent $244)	775.00	775.00	944.00	944.00	
Student Work (includes rent $448.)	3750.00	[illegible]	4,750.00	4,750.00	
	29611.33	29,253.71		52,853.	52,853.
EXPENSES DIRECTED BY GENERAL ASSEMBLY					
Minutes of General Assembly	30.00	407.22	550.00		
Annual Report	1,200.00	1,202.81	1,800.00		
Interchurch World Movement	10,000.00	2,300.00	2,500.00		
New Era	8,000.00	1,500.00	2,500.00		
Travel (Board Officers to Gen'l Ass.)	1,000.00	945.44	1,000.00		
	20,230.00	6,355.47	8,350.00		8,350.00
INTEREST ON LOANS					
Interest on Annuity Gifts)					
Interest on Money Borrowed					
OTHER EXPENSES					
Collections Refunded	150.00	341.45	400.00		
Council of Women for H.M.	75.00	1,875.00	75.00		
Exchanges	125.00	170.00	200.00		
General Council	50.00	50.00			
Insurance	7,000.00	3,600.00	4,500.00		
Latin American Committee	360.00	600.00	600.00		
	7,760.00	6,636.45	5,775.00		5,775.00
TOTAL	110.000.00	95.211.56			135,470.53
Home Mission Monthly Total		669.49			11,185.
[illegible] Department Total	[illegible]	[illegible]			[illegible]

LOCKERS

It was voted to buy eight lockers and have them placed in the rest room, thus relieving the congestion in the clothes closets which are far from adequate. The cost of the same not to exceed $11.90 each. Miss Torrence was asked to secure the lockers and to see that they are prpperly placed.

RUG- MR. ALLABEN'S OFFICE

It was voted that the worn rug in Mr. Allaben's office should be cleaned and used during the summer and that in the fall it should be replaced by a new rug.

GIFT- MRS. BAKER

A letter from Mrs. Bennett stated that Mrs. Emily Baker , who for thirty three years faithfully served the Woman's Board has recently undergone an operation for cancer and is now anxious to secure work to meet the heavy expense incident thereto. Mrs. Allen moved and Mrs. Corning seconded a motion that a gift of $250. be sent to Mrs. Baker from the Woman's Board towards these expenses as an expression of appreciation of her long service for the Board.

TELEPHONE BOOTH

A motion that the telephone booth should be moved from its present location was carried, the new location of the booth was left to the chairman.

WEEK VACATION- MRS. DOUGLASS

It was voted that Mrs. Douglass , after the extra work she has carried these past months should be permitted a week off for rest.

TWO WEEKS VACATION- MISS BOLLES

It was voted that Miss Bolles, now recovering from an operation should have a two weeks leave of absence with full pay.

The meeting adjourned at noon.   Helen M. Cobb Secretary pro tem

OFFICE ADMINISTRATION COMMITTEE

CALLED MEETING April 13,1920

Meeting was held Tuesday, April 13,1920 at ten o'clock.

Members present
- Miss Parker
- Mrs. Corning
- Mrs. Bancker,
- Miss Hyatt (by special invitation)

VACATION -MR. MCMILLEN

Upon motion it was voted to grant Mr. McMillen two weeks vacation this spring becsuse of his run down condition due to long continued illness in his family.

PENSION - MRS. BAKER

In view of fuller information regarding Mrs. Baker's financial situation it was voted to rescind the action of the meeting of April 6,1920 regarding a gift of $250. It was voted to recommend to the Board that Mrs. Emily P. Baker in view of her thirty-three years of faithful service and her present financial and physical condition be given a monthly pension of $25 paid from the Emergency Fund to date from January 1,1919.

Clara M. H. Bancker
Secretary pro tem.

MINUTES

OFFICE ADMINISTRATION COMMITTEE

May 19,1920

SALARY MISS RUE

The committee met together after the Third Tuesday Meeting to consider Miss Rue's salary. It was moved and carried to raise Miss Rue's salary to $1800. (It had been $33 per week or $1716)

SALARY INCREASE -MRS. HONEY - MISS KARBE

The committee moved to fatify the action of the chairman in raising the salary of Mrs. Honey from $20 to $22 and of Elizabeth Karbe from $20 to $22.

June 8,1920

SATURDAY CLOSING

The committee met after Board meeting and discussed the matter of closing all day on Saturday during the summer. After consideration it was decided not to make the change.

VACATION MISS DAWSON

Miss Dawson was granted two weeks vacation in July at her own expense.

SATURDAY JULY 3

The matter of closing the office on Saturday, July 3, was left to the Chairman with power.

OLD CARPET

It was dedided to drop the matter of the old carpet.

Mary Malcolm Hopper

Secretary

MINUTES

OFFICE ADMINISTRATION COMMITTEE

October 5,1920

The monthly meeting of the committee was held on October 5,1920, Miss Mabel Gordon Parker, Chairman, presiding.

Members present:		
	Mrs. Allen	Mrs. Hopper
	Mrs. Corning	Miss Parker
	Miss Young	

The Minutes of May 19 and June 8 were read and approved.

Mrs. Hopper was re-elected secretary of the committee.

The Chaiman reported matters that had required action during the summer, namely,

June 11. Authorized payment of one month's vacation salary to Miss Allison who leaves about June 23 to spend the summer in Europe. Authorized payment of two week's vacation salary to Miss Hughes who leaves June 12 for Wales.

June 14. Asked to authorize cleaning of Literature Department. Estimate for woodwork washed, and walls painted $117., cleaning of carpets additional. Left matter with Miss Dawson with power.

June 16. Asked Miss Dawson to take one week's vacation with salary, and Miss Acheson two weeks with salary.

July 22. Authorized salary of $22 a week to Miss Fulton substitute in office of General Secretary

July 30 Authorized purchase of filing case at $209 for Office of Home Mission Monthly

August 6. Authorized re-decorating room of Superintendent of Schools, ceiling, walls, floors at an estimate of $98.

September 6 Approved salary increase for Miss Gerike from $18 to $20 to take effect October first.

September 15. Approved salary increase for Miss Klein from $18 to $21 to take effect September 13

September 16. Approve purchase of desk for Miss Scotland.

It was moved and carried to ratify the actions of the Chairman.

REST ROOM It was moved and carried to supply the rest room with the magazines asked for by the clerks. The matter of purchasing an electrolier was left to Mrs. Hopper with power.

Black Board

It was moved and carried to place a black-board in the Assembly room for the use of the presiding officer.

SALARIES -MISS GERIKE AND MISS KLEIN

The increases in salaries for Miss Gerike and Miss Klein which had been considered by the chairman were approved.

MATTERS DISCUSSED

The importance of having an understudy for Mr. McMillen

The possibility of making another position for Mrs. Honey was discussed

The importance of having a reception room, with the right person in charge to receive visitors coming to the office and assist them in every possible way and at the same time save the time of our officers.

SALARIES OF FIELD SECRETARIES

It was moved to recommend to the Board that the salaries of Field Secretaries be raised from $1200 to 1500; this increase to date from October 1,1920.

SALARIES OF STUDENT SECRETARIES

It was moved and carried to approve the recommendations of the Student Committee that the salaries of Student Secretaries be raised from $1800 to $2000 for executive sec. and from $1500 to $1800 for associates; this increase to begin with September 1,1920.

NORTHFIELD CONFERENCE

It was moved to send $15 to Mrs. W. V. Te Winkel of Canastota, New New York for taking charge of our literature at the Northfield Conference.

Mary Malcolm Hopper

Secretary